

TOWN OF FOREST HEIGHTS  
RESOLUTION 69-17

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST  
HEIGHTS, MARYLAND FOR APPOINTING AN INTERIM ADMINISTRATIVE  
ASSISTANT WITH THE FOREST HEIGHTS ADMINISTRATIVE DEPARTMENT**

Introduced By Mayor Habeeb-Ullah Muhammad,

**WHEREAS**, Sherletta Hawkins has decided to step down as Administrative Assistant to accept the position of the Town Clerk on August 7, 2017; and;

**WHEREAS**, it is in the best interest of the Town of Forest Heights to appoint an Interim Administrative Assistant; and

**WHEREAS**, Mayor Habeeb-Ullah Muhammad recommends Berkeley Henderson, to serve as Interim Administrative Assistant; and

**WHEREAS**, Berkeley Henderson, has prior experience, knowledge, skills, and understanding of the policies an Administrative Assistant; and

**BE IT FURTHER RESOLVED**, that said Berkeley Henderson, shall be compensated for her services as Interim Administrative Assistant from line item 7015. Salary-Administrative Assistant at a rate of \$17.00 per hour, on a temporary full-time basis for and period of 6 week without benefits effective September 6<sup>th</sup> 2017.

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon its passage.

PASSED this 5<sup>th</sup> day of September, 2017.

**APPROVED:** By Resolution of the Town Council of the Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	<u>yes</u>
KENNEDY II	<u>yes</u>
MCLAURIN	<u>Absent</u>
BARNES	<u>yes</u>
HINES	<u>yes</u>
SMITH-BARNES	<u>yes</u>
BROWNSON	<u>NO</u>

TOWN OF FOREST HEIGHTS  
RESOLUTION 69-17

I HEREBY CERTIFY that the above Resolution No. 69-17 was passed by the required yea 5 and nay 1 vote of the Mayor and Council of Forest Heights on the 5<sup>th</sup> day of September, 2017.

ATTEST:

THE MAYOR AND COUNCIL OF THE  
TOWN OF FOREST HEIGHTS

**SIGNATURE ON FILE**

Sherletta B. Hawkins, Town Clerk

**SIGNATURE ON FILE**

By: Habeeb-Ullah Muhammad, Mayor (Seal)

**SIGNATURE ON FILE**

By: Jonathan Kennedy II, Council President (Seal)